



The Dove Federation

Executive Headteacher: Mrs Sarah Disney



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22nd May 2020

Dear Parents/Carers

Over the past week and a bit the Staff and Governors across the Federation have been planning for how we can create a safe, caring and supportive environment for all of our children and staff as we move forward in opening up the schools to more children (children currently in reception, Year 1 and Year 6) if the government continues with the current plan. We have made the decision that we will not be able to safely open to more children until Wednesday 3rd June. On the 3rd June we will only be re-opening for more children if both the Staff and Governors are satisfied that we have done everything we possibly can to limit and minimize the risks to the children, staff and our wider community. On the afternoon of the 2nd June we will be doing a health and safety check with our named health and safety governor. If a decision is made that we cannot re-open we will communicate this with you as soon as possible.

On Monday 1st and Tuesday 2nd June we will be open to key worker and vulnerable children (provision will be at their normal school). In order to help us prepare and get ready for opening to more children I am asking that if possible we limit the number of key worker/vulnerable children we have on site at both schools during these two days. If you are able to help us by keeping your children at home on these two days I would be very grateful. We will of course welcome your children to school if you are unable to do this. I would be grateful if you could let us know whether your children will be with us on these two days so that I can plan staffing.

We have written a risk assessment based on government guidance and Norfolk County Council's risk assessment (which is available on our school website under the policies section) of how we are going to operate at this time, the safety measures that are being put into place and what the school day will look like. This risk assessment has been shared with all staff and agreed by the full governing body. As a school, we will do all we can to keep staff and children safe by encouraging social distancing, but this cannot always be guaranteed particularly within the younger years. So as to limit the risk we will be operating a bubble model. This model is where a group of children always stay together and where possible are taught by the same members of teaching staff. Unless there is an emergency or significant reason no other person would enter this bubble. If we are unable to staff this bubble due to staff sickness, we may be unable to cater for the children until the staff member returns. If this case we will always aim to let you know as early as possible via a text message. At all times we will be doing our utmost to ensure that children do not move between bubbles and stay with the bubble that they have been allocated to. With this in mind the governors have made the decision that we will not be re-opening our breakfast club or able to offer an after school club, as some parents had requested, as we would not be able to operate this without children from different bubbles being together.

Government guidance clearly states that staff and pupils are not recommended to wear PPE. Staff will not be wearing PPE, unless a suspected case arises and they are supervising the isolated individual. We will be encouraging any family or member of staff who has suspected symptoms to seek a test to confirm if they have the virus or not.

"God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another." 1 Peter 4:10

Whilst awaiting confirmation the child/adult in question will be required to self-isolate and if there is a positive test result then the whole of that group (adults and children) will be required to isolate for 14 days. More information on this is available on the risk assessment. Please remember that if you or someone within your household is showing symptoms you must self-isolate for the given period of time and must not enter the school premises.

At present we are unable to confirm which members of staff will be teaching your children or which classroom they may be in. Where possible we will try and make sure it is an adult they are familiar with. We will confirm this with parents on the 1st of June.

There will be a staggered start and finish to the school day. We are going to be asking you to enter the school playground at your allotted time, unless you have children in different year groups. In this case we ask you to tell us which time slot you will be dropping off and collecting in. You will come in through the usual gate and take your child to their outside classroom door. At pick up time you will collect them from their outside classroom door. When leaving the site we will be directing you through an alternative gate so as to limit the number people using a gate at any one time. We ask that only one adult comes on to the school site when dropping off and picking up children. If you have any questions or need to speak to a member of staff we are asking that you contact the school through the office email or phone and we will then contact you back as soon as it possible.

All children attending will be expected to bring to school their own named water bottle, if a bag is required we recommend that this is one which can be easily wiped down. We will not be allowing any toys or pencil cases to be brought in during this time. We have purchased a plastic pencil case for each child so that they have their own named equipment pack. When other resources are used these will be cleaned after use. Communal equipment which cannot be easily cleaned will not be in use e.g. climbing frame. Please apply sunscreen and provide a hat if it is sunny as where possible we will be teaching children outside where it is considered the safest. The class teachers are setting up the classrooms to be allow for social distancing, one child per table, no tables touching with adequate spacing between tables to allow movement. Social distancing will apply to visiting the toilets etc.

There is no requirement to wear school uniform, as some of your children may have grown out of their uniform and it may be difficult to get hold of more in the current situation. Ideally, we would like the children to wear either a school jumper and t- shirt or sports top. Home clothes suitable for PE should be worn on the lower half, with trainers ready for outdoor activities e.g. PE (we will not be getting changed). Good practice states that all children and adults should go straight home, shower and clothes should be washed and clean clothing should be worn every day to minimize the spread of the virus. If we suspect that children are not coming to school in clean clothes we will contact you about this.

We will not come together for Collective Worship, but class teachers will provide class time for reflection. Class teachers will support children to help them process their experience of the crisis and regular PSHE lessons will be provided. Likewise break times and lunch times will be organized so that children are kept within their bubbles. The children will be eating their lunch in their own classrooms during this period of time.

The children will be asked to wash their hands thoroughly at the start of the day when they enter the classroom, when they have been to the toilet, before and after break, before and after eating, after sneezing and coughing and whenever they enter or leave the classroom. Liquid soap and sanitizer will be provided for every classroom. Throughout the day there will be additional cleaning to normal so as to ensure that "touch points" e.g. light switches, door handles and surfaces are regularly cleaned.

Whilst at the moment we are opening for children 5 days a week we may need to review this and adopt a part-time model if and when more children return to school or further year groups return. If you change your mind and would like your child to return and we are not aware of this before the 26th May we may require up to a week to organize a place for your child. This is due to the potential need to re-arrange the school model from full time to part time.

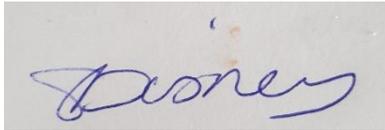
For further information regarding our plans please take a look at our risk assessment on the school website. We will also be posting pictures of what the school looks like on the afternoon of the 2nd June for you to share with your children and help to prepare them for the following day. On the 1st of June we will inform parents whose children are returning which groups they will be in and the drop off and pick up times.

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If you haven't yet confirmed your intentions for the 3rd June please could you do this as soon as possible? If we haven't heard from you by the 26th May, a member of school staff may contact you to ask you about this so as to help us to plan the groupings.

We are looking forward to welcoming more children back to school but understand that this is an exceptionally challenging time and as families/carers you must do what you feel is right for your family. Should you have any further questions please do not hesitate to contact the office via email. They will then pass this on to a member of staff who will be able to answer these questions for you. The emails will not be checked on a regular basis next week, as it is half term, so your email may not be responded to until Monday 1st June.

Kind Regards



Mrs Disney and Mrs Adshead (Chair of Governors)

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